

Training

**OUTLINE FOR PRESENTATION OF RECORDS MANAGEMENT PROGRAM****TO JOBS SUPPORT SERVICES COURSE**

1965

February 4

**9:00-10:00 CIA Records Management Policies - [REDACTED] Chief, Records Administration Staff STAT**

Talk supplemented with slides on the CIA Records Management Program explaining What it is, Why we have it, and How records management has benefited the Agency.

February 5

**9:00 The Elements of Records Management - [REDACTED] STAT**

Introduction of topics and speakers. A brief discussion of subjects to be presented and the introduction of each speaker and his topic.

**9:05-10:00 Form Management - [REDACTED] Records Analyst, RA Staff Records Analyst, RA Staff STAT**

Using slides, one graph and a case study, discuss form management procedures and how agency operating costs can be reduced through form management.

**10:00-10:10 Break STAT**

**10:10-11:05 Correspondence and Mail Management - [REDACTED] Records Analyst, RA Staff**

Movies, comments and exhibits of some applications of mail and correspondence practices in the Agency.

11:05-11:15 Break

11:15-12:15 Filing-Equipment, Supplies and Systems - [REDACTED] STAT  
Records Analyst, RA Staff  
[REDACTED] Records Administration Officer  
Medical Staff STAT

Using video, case study, graphics and samples of supplies, define the essentials of the Agency Filing System; discuss types of equipment and supplies available; point out the advantages and disadvantages of some types; and briefly discuss vaults and secure areas.

LUNCH

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STAT

1:15-2:25 Records Disposition and Records Center Operations [REDACTED] Records Analyst, RA Staff  
[REDACTED] Records Administration Officer/  
CRR [REDACTED], Chief, Archives and Records Center

Slides and case study to supplement talk. The topic will be divided into three parts: a discussion on the development of and need for a Records Control Schedule; a discussion on the practical application of the schedule; and the role of the Records Center in the retirement and preservation of records.

2:25-2:35 Break

STAT  
STAT  
2:35-3:00 Summary - [REDACTED]  
Highlight of points covered during the session and comments on results and benefits obtained from records management programs.

Questions and answers.

